

SHREWSBURY PUBLIC LIBRARY MEETING ROOM USE POLICY

The Shrewsbury Public Library offers meeting rooms for use by community groups or associations for educational, informational, cultural, intellectual or charitable purposes. Use of Library facilities is not for commercial purposes.

There is one large meeting room available on the first floor, which accommodates 125 people. The room can be divided into two meeting rooms; Meeting Room A can accommodate 75 people and Meeting Room B can accommodate 25 people.

Regulations for Meeting Room use

1. Requests for use of a meeting room are made by completing the Application for Meeting Room Use form and submitting it to the Library Director or Assistant Director. Within 3 days, the signatory on the form will be notified if use of the room has been confirmed or denied.
2. A signature on the Application for Meeting Room Use form constitutes understanding and agreement with the following regulations:
3. The signatory on the application form must attend the meeting and assure that regulations are followed.
4. All meetings are open to the public.
5. Any notice, poster or literature used to promote a meeting or program, or materials used during a meeting, must note that such materials do not represent the views or opinions of the Shrewsbury Public Library or the Board of Library Trustees, and must include a statement of sponsorship to clarify who is responsible for the meeting. For example, "This program is sponsored by (*Name of sponsoring group*)."
6. Library affiliated or local groups, whose **primary** service population is the town of Shrewsbury, are not charged for use of the meeting rooms, but donations to the Friends of the Library are always appreciated. Other groups are charged \$50.00 per hour for use of the Meeting Rooms. Checks should be made out to the "Town of Shrewsbury/Library Meeting Room Use". Fees must be paid the day of use.
7. Groups using the room may not charge admission or collect any fees.
8. Goods or materials may not be sold or advertised at the meeting without express permission of the Board of Library Trustees. If approval is granted, the individual or group must remit 10% of funds collected to the Friends of the Shrewsbury Library.
9. If a group wishes to charge meeting participants for refreshments served during the meeting, this must be pre-approved by the Library Director, and refreshments must be an option for meeting participants, not a requirement for attendance.
10. Permission for use of the room will be granted to adults only.
11. No one under sixteen (16) years of age will be allowed access to a meeting room until a supervising adult arrives.
12. The room may be reserved up to two months in advance.
13. Only one booking is allowed per month.
14. Only two reservations may be made at one time. Additional reservations can be made only after the applicant's last scheduled meeting.

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15. Bookings will be approved in order of receipt.
16. Groups may use the library only during open hours, and meetings must be adjourned 15 minutes before closing.
17. The size of the group must not exceed the room capacity cited above.
18. Children should be monitored by adult group members and any pick-up of children should be supervised by adult group members.
19. Light refreshments may be served, but to avoid staining of rugs, please avoid dark colored juices.
20. Smoking and alcoholic beverages are prohibited at all times.
21. Groups are responsible for arranging tables and chairs as they desire, and returning room to original order and in a clean and neat condition before leaving.
22. Please notify the library of any cancellations; so that we might free the room for other groups and answer questions if participants arrive for a cancelled meeting.
23. Meeting rooms will not be available if the library is closed due to inclement weather or emergency conditions. Notification of such closing may not always be possible.
24. The Library and the Town of Shrewsbury will not be held responsible for the loss of or damage to personal property of group members while on the premises.
25. The Library reserves the right to revoke or refuse permission to use the meeting room. Factors including, but not limited to, the possibility that a proposed meeting or event will be disruptive to library services and programs, impede library staff or patrons, or endanger the library building or collections will result in rejection of the meeting room use application. The final determination rests with the Library Board of Trustees.

Shrewsbury Public Library
Application for Meeting Room Use

☐ I have read and understand the Shrewsbury Public Library Meeting Room Use Policy

Application Date_____

Name of Organization of Group;_____

Reservation Date: _____ Start Time_____ End Time _____*

Purpose or Function of Meeting:_____

Expected attendance: _____

Refreshments being served: _____*

**Please note, no dark juices allowed*

Applicants Name (printed) : _____

Applicants Signature: _____

Address: _____

Home Phone Number: _____ Business Phone Number: _____

Email: _____

Please do not write below this line. Thank you.

Staff Accepting Application:_____

Confirmation Date _____ Notified by:_____

Form can be mailed to
Shrewsbury Public Library, 609 Main Street, Shrewsbury Ma 01545
or faxed to 508-841-8524